

**Manual for “Call for” /Edit of application and Change Mobile number and email id**

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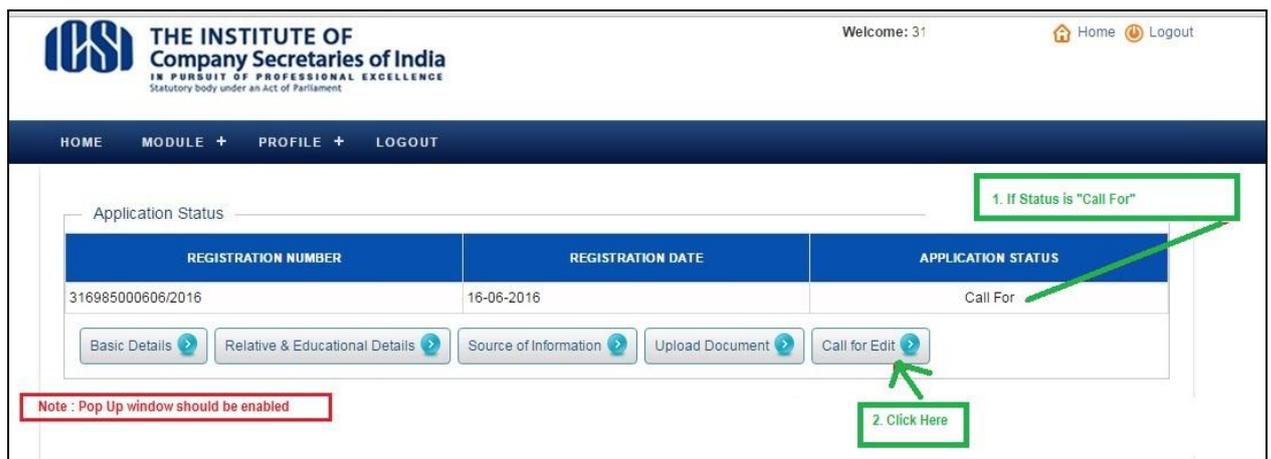
## Process 1: “Call for”/Edit of application

Step 1: Log in with valid credentials on [smash.icsi.in](http://smash.icsi.in)

Step 2:



Step 3:



**Step 4:**

Middle Name		<input type="checkbox"/>	
Last Name	R	<input type="checkbox"/>	
Father/Spouse	Father	<input type="checkbox"/>	Please Select
Father Name/Spouse Name	GS Ravikumar	<input type="checkbox"/>	
Mother Name	R Jayashree	<input type="checkbox"/>	
Aadhar Card Number		<input type="checkbox"/>	
Gender	Male	<input type="checkbox"/>	Select Gender
Nationality	Indian	<input type="checkbox"/>	Select Nationality
Date of Birth	04/09/1998	<input type="checkbox"/>	
Category	OBC	<input checked="" type="checkbox"/>	Select Category
Qualification	10th+2 passed	<input type="checkbox"/>	Select Qualification
Sub Criteria	Select SubCriteria	<input type="checkbox"/>	Select SubCriteria

Tick Represents that user will have to enter same or new value before submitting the application.

Document Upload

Qualification/Certificate Name: Select Document Semester/Year: Select File Path: Choose File No file chosen **Upload**

SL NO	DOCUMENT TYPE	SEMESTER/YEAR	UPLOAD DATE	STATUS	PREVIEW	REMOVE
1	DOB Certificate / 10th Certificate		15-05-2016	Approved	<a href="#">Download</a>	
2	ID Proof		15-05-2016	Approved	<a href="#">Download</a>	
3	Category Certificate		15-05-2016	Not Approved	<a href="#">Download</a>	
4	Signature		15-05-2016	Approved	<a href="#">Download</a>	
5	Photo		15-05-2016	Approved	<a href="#">Download</a>	
6	10+2 Marksheet / Certificate	2016	15-05-2016	Approved	<a href="#">Download</a>	

" Not Approved" means user will have to re-upload this document , in order to submit this application.

Remarks History

SL NO	REMARKS DATE	REMARKS	ACTION TAKEN BY
1	27/05/2016	Either re upload your category certificate or change it to General.	Admin

Remarks \*

User will have to put remarks (For example: I have re upload the document) before click on "Submit" button.

**Submit** **Close**

\* Image File should be having extensions .jpg, .png only.  
 \* Document file should be having extension .pdf, .jpg, .png only.  
 \* The size of file should be less than 2 MB.

**Step 5:**

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Welcome: 31 Home Logout

HOME MODULE + PROFILE + LOGOUT

REGISTRATION NUMBER	REGISTRATION DATE	APPLICATION STATUS
310985000808/2018	18-08-2018	ReSubmit

Basic Details Relative & Educational Details Source of Information Upload Document

Now Application status will be "Resubmit" , till the time application is approved.

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Best viewed on screen resolution 1024x788 pixels  
 Website best viewed in IE9, Mozilla 38.0 and above, Chrome 39.0, Safari 5.0.1

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**Process 2: Change Mobile Number and Email address**

**Step 1:**

HOME MODULE + PROFILE - LOGOUT

Welcome To SMA

- CHANGE PASSWORD
- BASIC INFORMATION
- DOCUMENT DETAILS
- EDUCATION DETAILS
- CHANGE ADDRESS
- CHANGE COMMUNICATION DETAILS
- CHANGE PHOTO/SIGNATURE

1st Click

2nd Click

**Step 2:**

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Welcome: 31 Home Logout

HOME MODULE + PROFILE + LOGOUT

**Change Communication Details**

Current Mobile Number: 917777777777

Update New Mobile Number: 91

Current Email Address: abc@gmail.com

Update New Email Address:

Save

Enter your new mobile number

Enter your new email address

After Updating Communication detail, click on "Save" button

**Process 3: Process to change correspondence /permanent address**

**Step 1: After Log in**

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HOME MODULE + PROFILE - LOGOUT

Welcome To SMA

CHANGE PASSWORD

BASIC INFORMATION

DOCUMENT DETAILS

EDUCATION DETAILS

CHANGE ADDRESS

CHANGE COMMUNICATION DETAILS

CHANGE PHOTO/SIGNATURE

1st Click

2nd Click

## Step 2: To change Correspondence address

Change Address

Search Criteria

Address Type:

Search Result

Total Records: 2 Page Size: 20

SELECT	ADDRESS TYPE	FULL ADDRESS	PIN CODE
<input checked="" type="checkbox"/>	Correspondence Address	D-49, Anand Apartments, D 49, Anand apartments, 50 LB road, Thiruvanniyur	600041
<input type="checkbox"/>	Permanent Address	D-49, Anand Apartments, D 49, Anand apartments, 50 LB road, Thiruvanniyur	600041

## Step 3:

Change Address

Country \*

State/Province \*

District \*

City \*

Address Line 1 \*

Address Line 2

Address Line 3

Postal Code \*

After Updating new address, click on "Save" button.

Note: Same process will be for changing permanent address.

## Process 4: Change/Reset Password

Step 1: Log in with valid credentials on [smash.icsi.in](http://smash.icsi.in)

Step 2: Click on Profile > Change Password

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HOME   MASTERS +   MODULE +   REPORTS +   **PROFILE -**   LOGOUT

Dashboard for ICSI   **CHANGE PASSWORD**

Change Password

Old Password*	<input type="password"/>	
New Password*	<input type="password"/>	(Minimum 8 Characters)
Confirm Password*	<input type="password"/>	(Minimum 8 Characters)
	<input type="button" value="Submit"/>	<input type="button" value="Reset"/>

\* Password need at least one Uppercase.  
\* Password need at least one Lowercase.  
\* Password need at least one Special Characters @ # ! % ^ & \* ( ) + - \_ .  
\* Password need at least one Number.